School-wide Positive Behavior Support:
Training Readiness Checklist for Individual Schools

School: _____   District: _____   Date: _____

Documents/Evidence Complete?		Items to Complete Prior to School-wide PBS Training
☐ **YES**	☐ **NO**	1. A school improvement plan exists that includes school-wide discipline (i.e., behavior, school safety, school climate) as one of the top school goals. **Attach a recent copy of your School Improvement Plan and School Mission Statement**
☐ **YES**	☐ **NO**	2. A Positive Behavior Support (PBS) Team is formed and has broad representation (including some School Improvement Team members, a behavior specialist or team member with behavioral expertise, administrator(s), guidance counselor, and regular and special education teachers). **List team members and roles:**
☐ **YES**	☐ **NO**	3. Principal or AP who is responsible for making discipline decisions is an active participant on PBS Team and agrees to attend all 3 days of School-wide Training. **List participating Principal(s):**
☐ **YES**	☐ **NO**	4. Principal commits to School-wide PBS and is aware that PBS is a 3-5 year process that may require ongoing training and/or revisions of school's PBS Plan. **Please provide Principal signature(s):**
☐ **YES**	☐ **NO**	5. PBS Team commits to meet at least once a month to analyze and problem-solve school-wide data. **Describe when you meet or plan to meet (days, location, and time) throughout the school year:**
☐ **YES**	☐ **NO**	6. PBS Team has reached consensus and completed the PBS Initial Benchmarks of Quality and New School Profile. **Attach a recent copy of the completed Initial Benchmarks of Quality and New School Profile**
☐ **YES**	☐ **NO**	7. Your entire faculty including your PBS Team participated in an awareness presentation on School-wide PBS. **Indicate date of presentation and presenter name(s):**
☐ **YES**	☐ **NO**	8. Majority of your faculty, staff, and administration are interested in implementing School-wide PBS. **Attach recent assessment/survey disseminated and results (i.e., percentage or range of faculty committed):**
☐ **YES**	☐ **NO**	9. School has allocated/secured funding from their district to support their school-wide initiatives. **Identify funding source:**
☐ **YES**	☐ **NO**	10. An individual at the district level has been identified as the lead district contact or PBS District Coordinator. **Lead District Contact:**
☐ **YES**	☐ **NO**	11. PBS Coaches or Facilitators have been identified by the District Coordinator to receive additional training and actively participate in the school-wide initiatives. **List PBS Coach with title that will be supporting your PBS Team:**

School-wide Positive Behavior Support:
SWIS Readiness Checklist for Individual Schools
(SWIS training is OPTIONAL and follows successful completion of school-wide training)

School: _____   District: _____   Date: _____

Documents/Evidence Complete?	Items to Complete Prior to SWIS Training
☐ **YES** ☐ **NO**	12. The school uses an office discipline referral form and problem behavior definitions that are compatible for SWIS. **Attach a final copy developed during the school-wide training**
☐ **YES** ☐ **NO**	13. The school has a coherent office discipline referral process. **Attach a final copy developed during the school-wide training**
☐ **YES** ☐ **NO**	14. Data entry time is allocated and scheduled to insure that office referral data will be current to within a week at all times. **Describe this process on campus:**
☐ **YES** ☐ **NO**	15. Three people within the school are identified to receive a 2+ hour training on the use of SWIS. **List individuals and their roles:**
☐ **YES** ☐ **NO**	16. The school has computer access to Internet, and at least Netscape 6 or Internet Explorer 5. **Confirm available Internet access: ☐ Netscape _____ OR ☐ Internet Explorer _____**
☐ **YES** ☐ **NO**	17. The school agrees to on-going training for the team receiving SWIS data on uses of SWIS information for data-based decision-making. **Confirm: ☐ Yes OR ☐ No**
☐ **YES** ☐ **NO**	18. The school district agrees to allow the PBS Coaches or Facilitators to work with the school personnel on data collection and decision making procedures. **List PBS Coach(es) who will work with your school team:**
☐ **YES** ☐ **NO**	19. The school agrees to continue to input data into the district database until SWIS compatibility with the district database is completed. This may require the school to double enter their discipline data in the meantime. **Confirm: ☐ Yes OR ☐ No**